

Barnham Village Hall

Supplementary Conditions of Hire, (Covid-19)

These Conditions of Hire are supplementary to, and not a replacement for, the hall's standard Conditions of Hire

If the Hirer is in any doubt as to the meaning of any of the conditions, the Village Hall should immediately be consulted. Furthermore, any Legislation provided by HM Government or Local Council will always take precedence and it remains the responsibility of the Hirer to abide by current Legislation at all times.

1. You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall. These are shown on the poster which is displayed at the hall entrance and may also be seen on the hall website, www.barnhamvillagehall.org/covid-19. Particular attention should be paid to the regular use of the hand sanitisers when entering the hall and, for example, after using tissues.
2. You undertake to comply with the actions identified in the hall's Risk Assessment, which can be seen on the Hall website as above, displayed in the hall and a copy of which is available to you upon request. A sample Hirer's Risk Assessment is also available on the website to assist you in determining any risks related to your own activity.
3. Barnham Village Hall will be carrying out regular cleaning of the hall and with special attention to those areas which may pose the highest risk of virus transmission. However, the hirer will be responsible for additional cleaning of door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will also be required to clean prior to leaving. **Please take care when cleaning any electrical equipment – use cloths, not spray.**
4. You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the NHS Test, Track and Trace system to alert others with whom they have been in contact.
5. You will keep the premises well ventilated throughout your hire, with windows and doors (except internal fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
6. You will ensure that no more than **30** people attend your activity/event in order that social distancing can be maintained – (this number may change according to Government instructions). You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at one time.
7. You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.
8. You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face. Ensure that any tables and/or chairs used are cleaned before and after use.

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9. You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and Trace if required. (People are not obliged to provide details.)
10. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, either in the rubbish bags provided before you leave the hall or taking all rubbish away with you when you leave.
11. You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. Washing up liquid and washing up cloths will be provided by the hall.
12. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is the 'Green Room' adjacent to the stage where a Covid-19 First Aid box will be located. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions and advise them to launder their clothes when they arrive home. Whenever possible, the affected person should leave the premises via the Green Room Fire Exit to avoid further hall contamination.. Any tables and/or chairs which have been used during your activity should not be returned to the Green Room but left in situ for deep cleaning. Inform the hall administrator on **01842 890291**
13. To ensure the safety of the public in relation to COVID-19 and prevent large gatherings and mass events occurring, you will need to ensure the maximum permitted number of attendees is not exceeded, (currently 30 people), by operating a booking system or providing attendants or stewards who will stop additional people from entering and to invite people to use toilets in a controlled manner.
14. In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.
15. Other special points as appropriate, e.g. where a sports, exercise or performing arts activity takes place:
 - a. You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.
 - b. Where a group uses their own equipment: you will ask those attending to bring their own equipment and not share it with other members or you will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you use which is stored at the hall is cleaned before use and again before being put away again.
16. The Trustees of Barnham Village Hall reserve the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Supplementary Conditions of Hire are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

(NB – The children's play area adjacent to the hall is the responsibility of Barnham Parish Council and any use of the equipment is subject to the guidelines they have provided and which are displayed on the access gate.)

Please sign and date here as acknowledgement that you
have read, understood and will abide by these
Supplementary Conditions of Hire

Signature: _____

Date: _____

Alternatively you may confirm your acknowledgement by email to:

barnhamvh.sfk@btinternet.com